



# North Dakota Department of Transportation

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February 3, 2006

## ELECTRONIC SIGN-IN PROCESS

Important changes have been made to both the Race-Conscious and Race-Neutral Special Provisions effective for the February 17, 2006, bid opening. All prime contractors, subcontractors quoting over/under \$500,000, suppliers, vendors, and regular dealers **are strongly encouraged** to read the changes as provided for in both the February 1, 2006, Race-Conscious and Race-Neutral Special Provisions. Changes in each special provision are noted by the vertical bars in the left margin on each page. Highlights of the changes follow below.

The Department has recently developed an electronic sign-in process for prime contractors and subcontractors quoting over \$500,000. The process is very simple.

- Go to the Civil Rights Office webpage at: <http://www.state.nd.us/dot/dbebidinfo.html>
- Then click on "Sign-in for Prime Contractor and Sub over \$500,000."
- Once there use the same ND login used when requesting plans or proposals. If you don't have a ND login go through the simple registration process and be sure to store your login and password in a secure place.
- Complete the information requested on the next screens.
- At each screen be sure to scroll to the bottom of the page and click on the appropriate button which will take you to the next screen.

This process will be available, online, seven calendar days prior to each bid opening allowing the users ample time to sign in. A user can sign in multiple times, in case their information changes. The information that will appear on the final report will be the last version the user enters.

**The closing time for prime contractors who are bidding electronically has changed from 2 pm to 11 am (Central) the day before the bid opening.**

**The closing time for prime contractors who are bidding by paper only has changed to 10:30 am (Central.) If assistance is needed to sign in electronically, call the Civil Rights Office, 701-328-3116, 701-328-2637, 701-328-2576.**

The sign-in report previously available at the DBE Supportive Services Room, at the Doublewood Inn, will now be available online at <http://www.state.nd.us/dot/dbebidinfo.html>. In the right hand column, click on "Report for Prime Contractor and Sub Over \$500K Sign-in." A copy will be available by fax for users who do not have online access, by calling the numbers listed in the paragraph above.

When accessing the report online, be sure to have the most current version of Adobe Acrobat installed. The latest version is available, free, by scrolling to the bottom of the webpage listed in the paragraph above. The report should be copied or printed by using the Adobe Acrobat toolbar – **do not** attempt to use your internet toolbar.

The other exciting change that was made possible with this program is that the time for submitting quotes has been **expanded by one hour** for each of the following groups. Note the times to cease quoting and to submit quotes has changed as follows:

DBE AND NON-DBE	MUST CEASE QUOTING	MUST TURN IN QUOTES
Suppliers, brokers, vendors, regular dealers, and manufacturers	2:00 p.m. (Central)	3:00 p.m. (Central)
Subcontractors <b>under</b> \$500,000	5:00 p.m. (Central)	6:00 p.m. (Central)
Subcontractors <b>over</b> \$500,000	8:00 p.m. (Central)	9:00 p.m. (Central)

- Firms **must** follow these time frames when bidding on race-conscious projects with DBE goals.
- Firms are strongly encouraged to follow these time frames when bidding on race-neutral projects.

After the February bid opening, the Supportive Services Room at the Doublewood Inn will **no longer be available**. Anyone with questions can call the Civil Rights Office for further assistance until 9 p.m., the night before the bid opening at: 701-328-3116, 701-328-2637, 701-328-2576, 701-527-8834.

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